City Contract Management System (CCMS)

Subcontractor Training

International & Economic Development Department

Small Business Office

2011

Version 1: 5/23/11

Overview

CCMS is a web-based tool that provides:

- Contract compliance
- S/M/WBE Monthly Utilization Reports
- Online Audits

B2Gnow is the software vendor providing and maintaining the system for the City of San Antonio

Benefits

- **<u>No cost</u>** to contractors

- Online reporting of subcontractor utilization

- Contractors can manage their own accounts

- Multiple user accounts for each contractor

- Substantial time savings for contractors & COSA staff

- Data is collected in a standard format

Process

- Notification sent to Prime Contractor
  - Notification is sent by CCMS when COSA has made a payment to the Prime Contractor
  - Prime Contractor receives an email or fax advising them to login and report payments to Subcontractors

- Notification sent to Subcontractor
  - Notification is sent to Subcontractor after the Prime Contractor has entered Subcontractor payment information
  - Subcontractor receives an email or fax advising them to login and confirm or dispute the payment information reported by the Prime Contractor
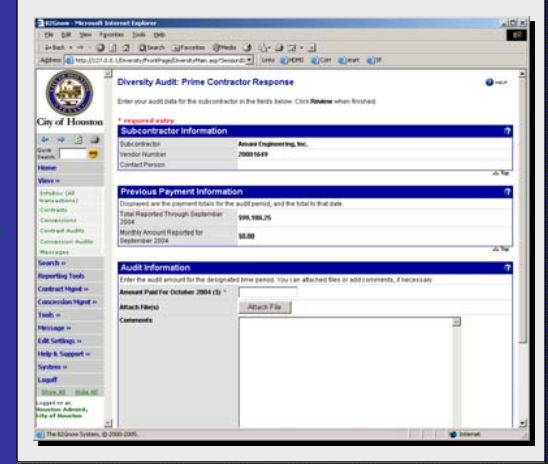
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Contract Compliance Process

1	**Prime notified by email and/or fax**
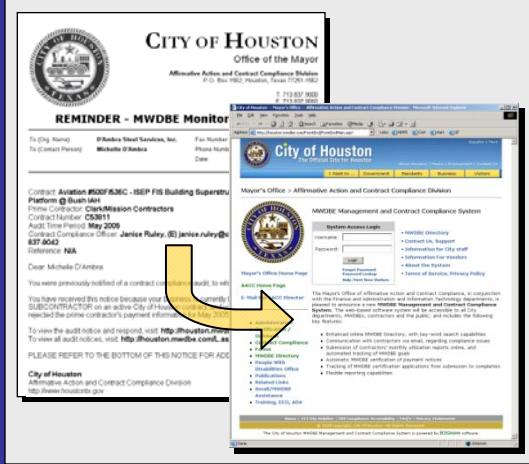
2	**Prime logs into secure account**

3	**Prime enters payment data for subs**

4	**Subcontractor notified by email and/or fax**
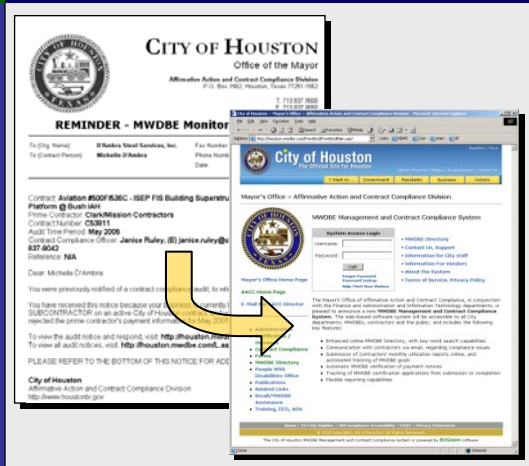
5	**Subcontractor logs into secure account**
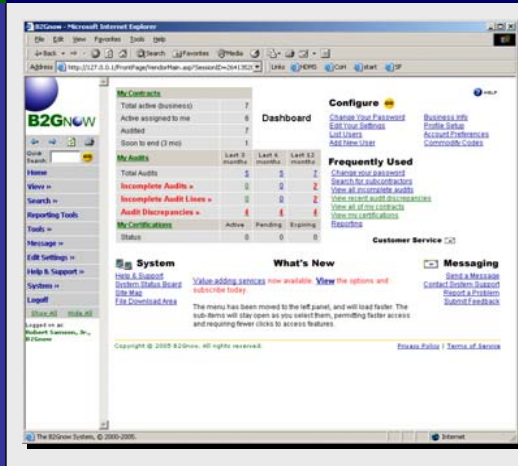
6	**Subcontractor confirms or rejects payment data**
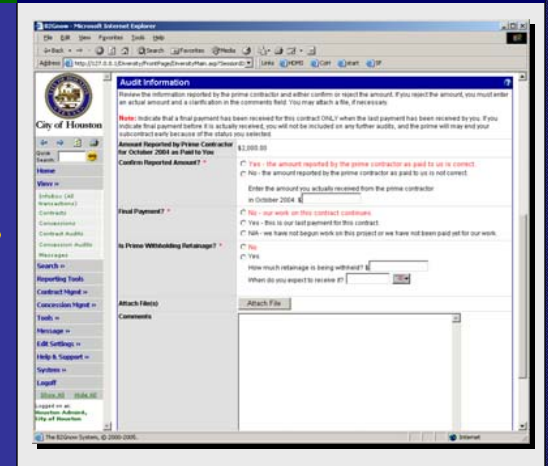
Notes

1) Subcontractors currently listed in CCMS came from a submitted Utilization Plan approved by the International and Economic Development Department - Small Business Office.

2) New contract awards will be loaded automatically by COSA's financial system and Prime Contractors and Subcontractors will automatically receive notifications, via email or fax, from CCMS reminding all parties to login and report.

CCMS Home Page

http://sanantonio.sbeda.com

System Access

How do I login?

1. www.sanantonio.gov
   a) Highlight the *Doing Business With The City* drop-down tab located on the left of screen or the *Business* tab located on the upper left of the screen
   b) Click on the tab titled *Contract Management System (CCMS)*

   Or

1 Open the CCMS home page in your internet browser to: http://sanantonio.sbeda.com
2. In the System Access Login box, enter your username and password.
3. Click Login.

www.sanantonio.gov

Click either drop-down tab to bring up the CCMS home page

System Access

What is my username?

❖ Your username is your email address.

What is my password?

❖ Your password is initially assigned to you. You must change it to something only you know the first time you login.

System Access cont.

How do I change my password?

1) From the Edit menu, click Change Password.
2) In the Old Password field, type your old password.
3) In the New Password and Type New Password Again fields, type your new password.
4) Click Submit.
5) Your new password is effective immediately.

1. Remember: 'Username' is always your email address

2. If you forgot your password, click on *Forgot Password*, enter your email address and your password will be emailed to you.

If you do not wish to continue receiving the Welcome message, (1.) check the box and click *Continue* (2.).

Home Page

1. **_User Training Manual_** is an additional training resource

2. To print, click **_Print This Page_** at the bottom of each screen.

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Look up your contract

1. Click 'View' on the menu bar.

2. Click *My Contracts*.

Vendor Console: Contracts

1. Sample vendor is not a Prime Contractor of a contract .
2. However, sample vendor is a Sub-contractor on several contracts.
3. Click *View* to open contract.

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Contract Management

Contract 00291160-001: "Regional Youth Sports Facilities".

HELP   VIDEO HELP

Refresh Page

Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001
Start Date	10/18/2004
End Date	12/13/2007
Maximum Value	$530,770.00
Contract Compliance Officer	Ayten Cibildak

1.

User Assignment

Contract Type	(Sub) Contract Percent	Contact Person	Diversity Audit Required
Subcontractor	15.000%	Kay Whitesell	Yes

Audit History

Audit Number	Date Posted	Audit Period	Actions
00291160-005	5/7/2007 11:23:42 AM CDT	April 2007	View Audit
00291160-004	3/6/2007 12:30:55 PM CST	February 2007	View Audit
00291160-003	1/19/2007 4:22:27 PM CST	December 2006	View Audit
00291160-002	9/22/2006 8:45:23 AM CDT	August 2006	View Audit

2.

Contract Status & Actions

	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract Amendments			None
Contract Extensions/Shortenings			None
Suspensions			None
Cancellations			None

1. To change 'User Assignment', click drop-down menu under 'Contact Person' to select another user in your organization.
Note: To add users, see page 12 of the *User Training Manual.*

2. 'Audit History' provides a list of 'Audit Periods'. An 'Audit Period' is generated when a payment is made by the Prime Contractor to the Sub-contractor. Click *View Audit* to confirm or dispute the Prime Contractor's payment entry per 'Audit Period'.

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Contract Audit: Audit Notice

? HELP 🎬 VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

2.

View/Submit Response

Contract Information ?

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001

Audit Information ?

Audit Number	00291160-004
Date & Time Posted	Local: 3/6/2007 12:30:55 PM CST System: 3/6/2007 12:30:55 PM CST
Time Period	February 2007
Date Response Due	3/31/2008 (60 days from today)
Comments	

1.

Contract Compliance Officer Information ?

Contact Person	Ayten Cibildak
Organization	City of San Antonio
User Number	30000068-028

Buyer Information ?

Contact Person	Rocky Duque de Estrada
Organization	San Antonio Parks & Recreation Department
User Number	10000442-014

1. This particular 'Audit Notice' is for February 2007.
2. Click *View / Submit Response* to respond to the audit.

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View / Submit Response

Always:

1st *Review*

2nd *Save*

Contract Audit: Subcontractor Response

This contract compliance audit requires that the amount reported by the prime contractor on this contract be confirmed or reje[...] and click **Review**.

1.

View Payment History

* required entry

Prime Contractor Information

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Prime Contractor	Rialto Studio, Inc.
Vendor Number	20018800
Contact Person	

Prime Payment Information

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

Amount Paid TO Prime for February 2007	$18,103.87 by City of San Antonio to Rialto Studio, Inc.
Date Paid TO Prime	2/28/2007

Previous Payment Information Reported by Prime Contractor

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

Note: Indicate that a final payment has been received for this contract ONLY when the last payment has been received by you. If you indica[...] received, you will not be included on any further audits, and the prime will may end your subcontract early because of the status you sele[...]

Total Through December 2006	$0.00
Paid Amount for December 2006	$0.00
Paid Amount for February 2007	$10.00
Total Through February 2007	$10.00
Payment Detail	

View Payment History

1. Click *View Payment History* for an overview of payments made to your organization on the contract.

Audit Information

2.

Amount Reported by Prime Contractor for February 2007 as PAID to You	$10.00
Confirm Reported Amount? *	⦿ Yes - the amount reported by the prime contractor as PAID to us is correct.
	○ No - the amount reported by the prime contractor as paid to us is not correct.
	Enter the amount you actually received from the prime contractor in February 2007: $
Final Payment? *	⦿ No - our work on this contract continues.
	○ Yes - this is our last payment for this contract.
	○ N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	⦿ No
	○ Yes
	How much retainage is being withheld? $
	When do you expect to receive it?
Attach File(s)	Attach File
Comments	testing purposes

3.

4.

5.

6.

7.

Spell Check   Review   Cancel

2. Payment reported by Prime Contractor.
3. 'Confirm Reported Amount' by clicking 'Yes'. Dispute the amount by clicking 'No' and enter the correct amount.
4. Click 'Yes' or 'No' if payment is 'Final Payment'.
5. Click 'Yes' or 'No' if Prime Contractor is withholding retainage.
6. Provide comments, if necessary.
7. Click *Review*.

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Contract Audit: Subcontractor Response Review

Review the audit reponse and click **Save**. If you need to make a change, click any of the blue **Edit** buttons.

Audit Information		Edit
Audit Number	00291160-004	
Audit Time Period	February 2007	
Contract Number	4600001883	
Contract Title	Regional Youth Sports Facilities	
B2Gnow Reference Number	00291160-001	

Prime Contractor Information		Edit
Business Name	Rialto Studio, Inc.	
Vendor Number	20018800	

Data Reported		Edit
Paid Amount for February 2007 Reported by Prime Contractor	$10.00	
Confirmed?	Yes	
Final Payment?	No	
Retainage Withheld?	No	
Comments	testing purposes	

[Edit] [Save] [Cancel]

1. Click Save.

To send yourself an email / fax confirmation notification, click on *Send Yourself Confirmation Notification*

The audit response for the Audit Period is complete.

Working on Your Incomplete Audits Directly From the Home Page

Red indicates an action should be taken.

1. Click on the red number located on the 'Incomplete Audits' row.

Working on Your Incomplete Audits Directly From the Home Page cont.

Vendor Control Panel: Contract Audits

Messages | Contract Audits | Concession Audits | Outreach

Displays all audits. Click the transaction number or status to view. To view older audits, select a different time period in the Audit Period drop down menu. To display only incomplete audits, select a different status in the Current Status drop down menu. Results may be listed on multiple pages.

[Show ALL Incomplete Audits]

1 - 11 of 11 records displayed: Previous Page < Page [1 ▼] > Next Page

Records per page [20 ▼]

Refresh Table

To resort click on column title. To filter click on the drop down menu.

Status	Audit Period	Contract Number & Title	Organization
All ▼	Last 12 mos ▼	All ▼	All ▼
Incomplete (1)	April 2007	Regional Youth Sports Facilities	City of San Antonio
Incomplete (1)	April 2007	Levi Strauss Facility HQ	City of San Antonio
Incomplete (1)	April 2007	Architectural Indefinite Delivery Services	City of San Antonio
Incomplete (1)	March 2007	Project Mgmt for Terminal Expansion	City of San Antonio
Incomplete (1)	March 2007	Architectural Indefinite Delivery Services	City of San Antonio
Audit complete	February 2007	Regional Youth Sports Facilities	City of San Antonio
Incomplete (1)	February 2007	Project Mgmt for Terminal Expansion	City of San Antonio
Audit complete	February 2007	Levi Strauss Facility HQ	City of San Antonio
Audit complete	February 2007	Architectural Indefinite Delivery Services	City of San Antonio
Audit complete	January 2007	Project Mgmt for Terminal Expansion	City of San Antonio
Audit complete	January 2007	Architectural Indefinite Delivery Services	City of San Antonio

Customer Service

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Working on Your Incomplete Audits Directly From the Home Page cont.

Contract Audit: Audit Notice   ? HELP 🎬 VIDEO HELP

This is an audit notice for the contract listed below. Click the **View/Submit Response** button to view or respond to this audit.

[View/Submit Response]

Contract Information

Contract Title	Regional Youth Sports Facilities
Contract Number	4600001883
B2Gnow Transaction Number	00291160-001

Audit Information

Audit Number	00291160-004
Date & Time Posted	Local: 3/6/2007 12:30:55 PM CST System: 3/6/2007 12:30:55 PM CST
Time Period	February 2007
Date Response Due	3/31/2008 (60 days from today)
Comments	

Contract Compliance Officer Information

Contact Person	Ayten Cibildak
Organization	City of San Antonio
User Number	30000068-028

Buyer Information

Contact Person	Rocky Duque de Estrada
Organization	San Antonio Parks & Recreation Department
User Number	10000442-014

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1. Click *View / Submit Response* to respond to the audit.

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Working on Your Incomplete Audits Directly From the Home Page cont.

Contract Audit: Subcontractor Response   ❓ HELP 📽 VIDEO HELP

This contract compliance audit requires that the amount reported by the prime contractor on this contract be confirmed or rejected. Fill in the form and click **Review.**

[View Payment History]

* required entry

Prime Contractor Information   ❓

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Prime Contractor	Rialto Studio, Inc.
Vendor Number	20018800
Contact Person	

Prime Payment Information   ❓

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received, you will not be included on any further audits, and the prime will may end your subcontract early b[...]

Total Through December 2006	$0.00
Paid Amount for December 2006	$0.00
Paid Amount for February 2007	$10.00
Total Through February 2007	$10.00
Payment Detail	

[View Payment History]

Audit Information   ❓

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Confirm Reported Amount? *	⦿ Yes - the amount reported by the prime contractor as PAID to us is correct.
	○ No - the amount reported by the prime contractor as paid to us is not correct.
	Enter the amount you actually received from the prime contractor
	in February 2007: $ [_____]
Final Payment? *	⦿ No - our work on this contract continues.
	○ Yes - this is our last payment for this contract.
	○ N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	⦿ No
	○ Yes
	How much retainage is being withheld? $ [_____]
	When do you expect to receive it? [_____] 🗓▾
Attach File(s)	[Attach File]
Comments	testing purposes

[Spell Check] [Review] [Cancel]

Follow process outlined previously in training document.

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Additional Process

1) Dispute Resolution

   ❖ CCMS provides a forum for Prime Contractors and Subcontractors to resolve payment disputes

   ❖ If unresolved, COSA managing department representative will become involved to help facilitate resolution

System Access cont.

How do I log out?

1) From the left menu, at the bottom, click Log Off.
2) Click OK in the pop-up alert.

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System Access cont.

What do I do if I forget my password?

1) Open the CCMS home page in your Internet browser.
2) In the System Access Login box, click the Forgot Password link.
3) Enter your email address in the field and click Submit.
4) An email and/or fax username/password reminder will be sent to you within minutes.

System Access cont.

What types of software are needed to access the system?

All you need to access the system is a standard Internet browser. The latest versions of Microsoft Internet Explorer, Opera and Mozilla Firefox are all sufficient.

Internet Explorer works best.